

LANDSCAPE MAINTENANCE SUPERVISOR

DEFINITION

To organize, supervise, and monitor landscape maintenance operations and activities within the City; to coordinate, monitor, and provide technical input for assigned landscape construction projects and other special programs; to provide a variety of technical and administrative functions in support of the Public Works Department; and to perform a variety of landscape maintenance/construction tasks.

SUPERVISION RECEIVED AND EXERCISED

Receives general direction from the Public Works Superintendent.

Exercises direct supervision over assigned maintenance staff. Coordinates and monitors the work of outside contractors, vendors, and consultants.

EXAMPLES OF ESSENTIAL FUNCTIONS – *Essential functions may include, but are not limited to, the following:*

Organize, assign, supervise and review the work of assigned staff involved in landscape maintenance operations and related activities for the City.

Coordinate and monitor operations and activities of landscape maintenance work units; recommending improvements and modifications in operations and processes to ensure the most effective utilization of staff and resources; preparing various reports on operations and activities in a clear, concise, and timely manner.

Coordinate and monitor a variety of landscape construction projects; developing and/or reviewing plans and blueprints, advising outside contractors, vendors, and/or consultants regarding the City's requirements and timelines and updating management on project progress/status.

Develop, coordinate, and monitor various landscape maintenance and related programs to include establishing and implementing procedures and standards for assigned water conservation program and pesticide/herbicide safety projects.

Inspect City landscape maintenance and construction projects during all phases to ensure continuing conformance to approved plan and standards; create punch list of discrepancies/deficiencies, perform follow up on punch list to ensure corrections are completed, perform final inspections, prepare recommendations concerning acceptance reports, and provide additional input/documentation upon request.

Participate in annual budget preparation; planning and recommending necessary job, materials, and resource requirements; preparing detailed cost estimates with appropriate justifications as required.

Monitor and control assigned supplies and equipment inventory; ordering tools and supplies in a timely and cost effective manner; preparing necessary documentation for equipment procurement according to guidelines.

Act as technical resource regarding assigned functions and projects to staff, other City departments, management, and the public; answering questions and providing information; investigating issues and concerns and recommending corrective actions as necessary to resolve complaints in a satisfactory and timely manner.

Provide training to assigned crews in the proper use and safe operation of equipment and materials, the safe and proper application of pesticides and herbicides, and the accepted methods of performing landscape maintenance and related projects.

Design, install, and maintain water conscious irrigation systems.

Perform the more complex landscape maintenance and construction duties as necessary and upon request; providing technical assistance to crews.

Perform Underground Service Alert (USA) markings as specified and according to accepted guidelines and requirements.

Perform related duties as assigned.

QUALIFICATIONS

Knowledge of:

Principles and practices of landscape construction and maintenance.

Equipment, tools and materials used in landscape construction and maintenance.

Standard horticultural practices and plant care to include pests and diseases and the proper methods of control and eradication.

Basic principles of supervision and training.

Proper use and application of a variety of pesticides and herbicides.

Principles and practices of safety management and application.

Pertinent local, state and federal laws, ordinances, regulations, and guidelines relevant to assigned duties.

Ability to:

Understand, interpret, and successfully communicate, both in writing and orally, pertinent division policies and procedures.

Organize, implement and direct multiple operational activities and projects.

Read and interpret complex landscape design drawings and construction blueprints.

Identify problem, research and analyze relevant information, develop and present recommendation and justification for solution.

Organize, prioritize, and manage workload and timelines for self and others.

Supervise, evaluate, and train assigned skilled and unskilled workers effectively.

Establish and maintain a variety of manual and computerized recordkeeping and project management systems.

Operate both manual and power tools and equipment in a safe and effective manner.

Communicate effectively and tactfully in both oral and written form.

Establish and maintain effective work relationships with those contacted in the performance of required duties.

EXPERIENCE AND TRAINING

Any combination of experience and training that would provide the required knowledge and abilities is qualifying. A typical way to obtain the required knowledge and abilities would be:

Experience:

Four years of increasingly responsible landscape construction and/or maintenance experience including some lead supervisory experience.

Training:

Equivalent to the completion of the twelfth grade supplemented by course work in construction or engineering, supervision or management, landscape design or architecture, or a closely related field.

License or Certificate:

Possession of, or ability to obtain, a valid California driver's license.

Possession of, or ability to obtain, a herbicide/pesticide applicator's certificate.